

2012 Application for Admission: Cross Institutional Study



General Instructions

- This application form is for Australian or New Zealand citizens and Australian permanent residents who wish to apply for Cross Institutional study at UTS.
- Cross Institutional study refers to enrolment in a subject/s for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. Applicants must submit:
 - 1) **a letter from the home institution stating:**
 - that the subject/s applied for will be credited towards the home institution award course
 - the current fee liability status at the home institution ie Commonwealth Supported or Domestic Full-Fee
 - when the current course was commenced if Commonwealth Supported.
 - 2) **an academic transcript of subjects studied to date.**
- In most cases applicants will **not** be advised of the outcome of their application until shortly before semester commences.
- Allocation depends on the availability of class spaces after UTS award students have enrolled. It should **not** be assumed that applicants will be successful in their application. It is highly recommended that applicants also consider alternative options for Cross Institutional studies elsewhere.
- Successful applicants are offered enrolment for a single semester only. All applicants must submit a new application for each semester.
- A student cannot enrol in more than 36 credit points of Non Award and Cross Institutional study at UTS. This total will be calculated from any Non Award or Cross Institutional study undertaken from Autumn Semester 2006 onwards. The maximum load for a semester is 26 credit points.
- **Note:** Students are **not** eligible for Cross Institutional study if they:
 - are presently under a period of exclusion from a university
 - have already failed the same subject twice
 - are a non-resident who is the holder of a Temporary Resident Visa or Student Visa. Non-residents should contact UTS: International for advice on (02) 9514 1531.

Subject Availability For Cross Institutional Study

- Applicants may choose subjects at any level from courses currently offered by UTS in Autumn or Spring semesters. Note: Teaching sessions other than Autumn and Spring are available to current UTS award students only.
- Some subjects may have prerequisites that must be met. Consult the appropriate Faculty Handbooks for specific information about each subject. Faculty Handbooks can be accessed via the UTS web site at www.uts.edu.au
- For information on semester, campus and attendance modes for selected subjects contact the UTS Student Centres.

Closing Dates

Autumn Semester (commencing 27 February 2012)	Spring Semester (commencing 30 July 2012)
31 January 2012	29 June 2012

Late applications will not be considered

For general enquiries regarding Cross Institutional study at UTS contact the UTS Student Centre:

Email via website: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)

Completing the Application Form

- Complete the application form with a blue or black pen using **block letters**.
- When required, place a clear tick in the appropriate boxes.

The following instructions relate to the numbered sections of the application form:

Section 2 – Personal Details

If your family name or given names are different from that stated on any documents:

- indicate your previous name(s) in the space provided
- provide proof of name change e.g. Marriage Certificate, Divorce Order, Deed Poll, Instrument Evidencing Change of Name.

Section 3 – Semester and Subjects

- Indicate the semester for which you are applying. Use separate forms for Autumn and Spring subjects
- Indicate which subject(s) you are applying for. Contact the UTS Student Centres for information on semester, campus and attendance modes for your selected subjects

Section 5 – Secondary School Studies

- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, state, name of qualification (eg HSC), school name and candidate number (if known). This is for government reporting purposes.

Section 6 – Academic Qualifications

- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (Note: unofficial transcripts printed from institution websites will not be accepted).
- If you have completed or been awarded the qualification you will need to provide proof of completion.
- If any of your documents are not in English you must provide a translation **as well as** the original language documents.
- Previous UTS students do not need to provide evidence of study undertaken at UTS.

Section 8 – Home Institutional Approval and Confirmation of Fee Liability Status

- You must submit a letter, on home institution letterhead, stating:
 - that the subject/s applied for will be credited towards your home institution award course
 - your current fee liability status at your home institution ie Commonwealth Supported or Domestic Full-Fee
 - when you commenced your current course of study if Commonwealth Supported.**Note: Your application will not be processed if this letter is not provided.**

Certification of Documents

- **Documents cannot be returned once they have been submitted. It is recommended that you submit certified copies, not originals.**
- Uncertified photocopies and faxed or scanned documents will not be accepted.
- Documents can be certified by:
 - The official records department of the institution that originally issued the document(s)
 - The Student Enquiries Office or Admissions Office of an Australian university or TAFE College
 - The university admission centre of any Australian State (e.g. UAC)
 - An Australian overseas diplomatic mission and Australian Education Centres
 - An accountant – a member of the Institute of Chartered Accountants in Australia; the Australian Society of Certified Practising Accountants; the National Institute of Accountants; the Association of Taxation and Management Accountants; Registered Tax Agents
 - An Australian Justice of the Peace **with a registration number** – copies verified by a Justice of the Peace without a registration number will NOT be accepted
 - An Australian or New Zealand:
 - bank manager/credit union branch manager
 - barrister, solicitor or patent attorney
 - postal manager
 - principal of a secondary college, high school or primary school
 - police officer at or above the rank of sergeant

Note: You cannot verify your own documents, even if you belong to one of these categories

The person certifying the copies **must** include the following information on the **front** of **every** page to be submitted:

- the statement ***'I, (insert name), certify that this is a true copy of the original document sighted by me'***
- signature
- occupation
- telephone number
- date
- official stamp or seal of their organisation (if available)
- a JP must also print their **registration number** and the **Australian state** in which they are registered as a JP

Cross Institutional Fees

- Cross Institutional students are enrolled in either a Commonwealth Supported Place (CSP) or a Domestic Fee Paying Place (DFEE) depending on your current enrolment at your home institution.
- If a student is enrolled in a Commonwealth Supported Place they may be eligible for HECS-HELP.
- If a student is enrolled in a Domestic Fee Paying Place they may be eligible for FEE-HELP.
- To be eligible for HECS-HELP or FEE-HELP a student must meet the citizenship and residency requirements. For further information visit www.goingtouni.gov.au
- For additional information on tuition fees visit the UTS website: www.sau.uts.edu.au/fees/cross-institutional/index.html
- An e-Invoice for tuition fees will be available to access online within 2 working days of enrolment into subjects.
- **Please note the following dates are applicable for making upfront payments:**
 - Autumn Semester: DFEE students – **16 March 2012** CSP students – **20 March 2012**
 - Spring Semester: DFEE students – **17 August 2012** CSP students – **21 August 2012**

Failure to pay by the due date/s will incur a \$150 Late Payment Fee.

Lodging Your Application

- Check that all relevant sections have been completed.
- Check that the form is signed and dated.
- Ensure that all copies of official documents have been certified.
- Do not enclose your application in binding
- Do not include examples of your work unless specifically asked to.
- Please remove these instruction pages from the application form.

Lodge your application **by mail** to:

Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

OR

Lodge your application **in person** at a UTS Student Centre as listed below:

Broadway Campus - Building 1
Level 4 (Street Level)
15 Broadway
ULTIMO

Broadway Campus - Building 10
Level 2
235 Jones Street
ULTIMO

Broadway Campus - Building 6
Level 4
702-730 Harris Street
ULTIMO

Haymarket Campus - Building 5
Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

Haymarket Campus - Building 5
Block B, Level 5
Cnr Quay Street and Ultimo Road
HAYMARKET

Kuring-gai Campus
Level 5, Building 1
Eton Road
LINDFIELD

For information on UTS Student Centre opening hours see: www.uts.edu.au/students/centres.html/

Further enquiries

For more information about Cross Institutional study at UTS contact the UTS Student Centre:

Email via website: www.ask.uts.edu.au
Phone: 1300 ASK UTS (1300 275 887)
Website: www.uts.edu.au

Application Acknowledgement

If you wish receipt of your application to be acknowledged please complete the details below and attach this page to the **front** of your application

UNIVERSITY OF TECHNOLOGY, SYDNEY
ACKNOWLEDGEMENT OF APPLICATION
FOR CROSS INSTITUTIONAL STUDY

Name: _____
Address: _____

Office Use Only

Date of receipt at
Student Administration Unit

Note: You must advise UTS in writing, or via email, if you:


- **change your address after lodging your application**
- **wish to change your nominated preferences**
- **decide to withdraw your application**

Contact details:

Postal address: Direct Admissions
Student Administration Unit
UTS
PO Box 123
BROADWAY NSW 2007

Email via website: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)

Date received		<h1>2012 Application for Admission:</h1>		 UNIVERSITY OF TECHNOLOGY SYDNEY		
Date received in Admissions						
		<h1>Cross Institutional Study</h1>				
		<ul style="list-style-type: none"> • Cross Institutional study refers to enrolment in a subject or subjects for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. • You must read the instructions before completing the details below • Please detach the instructions before you submit your application 				
1. PREVIOUS ENROLMENT						
CHESSN - SAU Use Only		If you have applied to UTS before please state your application number, if known:		UTS Student Number		
2. PERSONAL DETAILS						
Surname or Family Name			First Given Name			
Other Given Name/s			Maiden Name or Previous Family Name			
Title (Mr/Ms etc)		Sex (M or F)		Date of Birth (dd/mm/yy)		
Number and Street						
Suburb			State		Postcode	
Home Phone		Work Phone		Mobile		
Email Note: This will not be used as the main form of communication to applicants. You will be advised of the outcome of your application by post.				Email		
3. SEMESTER AND SUBJECTS						
Please indicate the semester for which you are applying. Use separate forms for each semester. Semesters are: Autumn (commencing 27 February) and Spring (commencing 30 July).				Semester		
Please list the subject/s for which you are applying (check with faculties for available attendance modes*)						
UTS Subject No.	Subject Name	UG or PG Subject	Attendance* (Tick One)	Code/Fee Type/ Availability/ Cr Pts	Decision of Faculty Nominee: Tick Yes/No AND Sign and Date	
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: _____ Date: _____
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: _____ Date: _____
		() UG () PG	() Internal () Distance () Block	----- -----	() Yes () No	Signature: _____ Date: _____
SAU USE ONLY		UTS Cr Pts Attempted (from Autumn 2006)		FACULTY USE: (Basis For Admission/Comments)		
() Academic Transcript						
() Proof of Completion						
		Is application complete?		BFA	Checked by Fees	Decision
() Home Institution Approval		() Yes				() OF () RJ
() Proof of Fee Liability Status at Home Institution		() No				Date letter sent:

4. CITIZENSHIP/RESIDENCY					Office Use Only
Part A Citizenship/Residency Status					Cit/Res Status
i) Are you an Australian Citizen?		() Yes - Go to question (vi) () No - Go to question (ii)			1
ii) Are you a New Zealand Citizen?		() Yes - Go to question (vi) () No - Go to question (iii)			2
iii) Are you a Permanent Resident of Australia?		() Yes - Date permanent residency granted: - Go to question (iv)	Date (dd/mm/yy)		3 8
iv) Is your visa a permanent humanitarian visa?		() Yes - Go to question (v) () No - Go to question (v)			Date
Note: If you did not answer 'Yes' to any of the questions above (i, ii, iii or iv) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.				
v) Did you meet residency requirements for citizenship more than a year ago?		() Yes - Go to question (vi) () No - Go to question (vi)			Y N
vi) Are you residing inside Australia during your studies?		() Yes - Go to Part B () No - Go to Part B			Y N
Part B Country of Birth				
vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ?			Year of entry	Year	
viii) Please state your country of birth		Country			C Code
ix) Please indicate the main language spoken in your home		Language			L Code
x) Are you of Aboriginal descent?		() Yes () No			N A
xi) Are you of Torres Strait Islander descent?		() Yes () No			T B
5. SECONDARY SCHOOL STUDIES					Secondary School Studies
Have you completed Australian Year 12 or Senior School studies ? () Yes – please give details below () No – Go to Section 6					
Year eg 1987	Name of Qualification e.g. HSC	School Name	Candidate No. (if known)	State e.g. NSW	
					School Code
6. ACADEMIC QUALIFICATIONS					Tertiary
Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent ? () Yes – please give details below and provide documentary evidence () No – Go to Section 7					HLP
Years From/To	Institution Attended and Student No. (if known)	Title of Course or Qualification	Completed, Discontinued or Being Attempted	Language of Instruction	Year
					Institution Code
					Institution Code
					Institution Code
7. EXCLUSION FROM PRIOR UTS STUDY					
Have you been excluded from study at UTS ? () Yes - Please give details below () No - Go to Section 8					
UTS Course			Last Period of Attendance (Year & Semester)		

<p>8. HOME INSTITUTION APPROVAL AND FEE LIABILITY STATUS</p> <ul style="list-style-type: none"> You must submit a letter, on home institution letterhead, stating: <ul style="list-style-type: none"> that the subject/s applied for will be credited towards your home institution award course your current fee liability status at your home institution ie Commonwealth Supported or Domestic Full-Fee when you commenced your current course of study if Commonwealth Supported. <p style="text-align: center;">Note: Your application will not be processed if this letter is not provided. Emailed, faxed or uncertified photocopies of this letter will not be accepted.</p>

9. EMPLOYMENT DETAILS	
Are you currently employed (including self employment)? () Yes – Please give details () No – Go to the next question	
Employer’s Name	Position Name
Employer’s Address	
Phone	Fax

10. PROFESSIONAL QUALIFICATIONS		
Do you want any professional qualifications taken into account in the assessment of your application (e.g. CPE, Institution of Engineers, etc)? () Yes – Please give details () No – Go to the next question		
Qualification	Institution/Professional Body	Years of Membership or Date Obtained

11. OTHER INFORMATION
Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc., which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.

12. DECLARATION AND AUTHORITY - all applicants must complete this section	
Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.	
<ol style="list-style-type: none"> I declare that I have read the general application instructions and that all the information submitted is to the best of my knowledge true and complete. I authorise UTS to verify any information provided by me. I authorise UTS to obtain official records from any institution attended by me. I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information. In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular, I understand and consent that the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it. I understand that UTS may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), or its successor, for the purpose of: <ol style="list-style-type: none"> use in connection with the Higher Education Information Management System (HEIMS); and/or use in connection with the National Data Collection on University Applications and Offers; and/or other collections as DEEWR, or its successor, may lawfully require from time-to-time. 	
Signature	Date
Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above Declaration and Authority.	